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21 August 1952

MEMORANDUM: FOR THE RECORD

SUBJECT : Regular Weekly Staff Meeting

1. The fifth weekly staff meeting was held on Tuesday 19 August 1952. Col. Baird, [REDACTED] were in attendance. The following subjects were discussed:

a. It was decided to have the initial meeting of the Career Service Board at 9:00 o'clock on Wednesday, 27 August 1952. The Deputy Directors of Training and the Chief, Support Staff were to prepare material covering policy questions that they felt should be discussed and decided upon at this meeting.

b. Col. Baird again called attention to the fact that there was a query on the proposed Covert Activities Course at the last DDA's meeting. Col. Baird was not able to give any assurance as to when this course would be ready for presentation because of the lack of adequate instructor personnel in TR(S). The possibility of borrowing OPC or OSO personnel for this purpose was discussed and [REDACTED] was instructed to look into this immediately.

c. [REDACTED] mentioned his meeting on the 18th with the DDI at which time [REDACTED] appeared to be in favor of and willing to support a 12 weeks Career Service Course under the DDI complex.

d. Col. Baird again re-emphasized the need for more adequate coordination of procedures within the CTR, particularly those procedures involving other offices of the Agency.

e. A general discussion was again had on the use of the Registrar, an informal report given by [REDACTED] on their visit to the Registrar and the possibility of establishing a central file system within the Registrar. [REDACTED] is to study this entire problem and develop adequate procedures.

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cc: D/TR  
 DD/TR(S)  
 DD/TR(G)

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